

*This is the thirtieth * Annual Report on the activities of the Agricultural Scientific Collections Trust, established in 1983 under the provisions of the Agricultural Scientific Collections Trust Act, 1983, No., 148, of the NSW Parliament.*

**The 11th to 15th annual reports were included as a section of NSW Agriculture's Annual Report.*

Aims and Objectives

The Act provides statutory protection for the scientific collections of the Agricultural Scientific Collections Trust (henceforth the Trust). The act recognises the value of these former NSW Department of Primary Industries (henceforth NSW DPI) collections and ensures their long-term maintenance and improvement goals are met. At present, the collections vested in the Trust are the Plant Pathology Herbarium, the Insect and Mite Collection, the Forest Entomology and Plant Pathology collections. These are housed at the Biosecurity Collections Unit, Orange Agricultural Institute, Orange. The National Collection of Domestic Animal Pathology are housed at the Elizabeth Macarthur Agricultural Institute, Menangle. The entomological and plant pathology collections are used for diagnostic, research, market access and extension purposes pertaining to insects, mites, fungi and other microorganisms of significance to humans. The strengths of the collections lie with the agricultural and forestry sectors in providing information on the identity, host range, distribution and biology of these organisms.

Access

Director of the Collections
Agricultural Scientific Collections
Trust

Orange Agricultural Institute,
1447 Forest Road Orange NSW
2800

Telephone: (02) 63913986; Fax: (02) 63913920

Email: biosecurity.collections@dpi.nsw.gov.au

Business hours: 8.30 am – 5.00 pm.

Details about the Trust can be found at:

<http://www.dpi.nsw.gov.au/aboutus/about/legislation-acts/agricultural-scientific-collections-trust>

Details about the Biosecurity Collections can be found at:

<http://www.dpi.nsw.gov.au/biosecurity-collections>

Composition of the Trust

Trust members are appointed by the Minister for Primary Industries for a period of five years.

Acting Chairman

Dr Kathy Gott, Manager Plant Pest and Disease Surveillance, NSW DPI

Trustees

1. Dr Penny Gullan, Emeritus Professor in the Division of Evolution, Ecology and Genetics, Research School of Biology, The Australian National University.
2. Dr Lester Burgess, Honorary Professor Plant Pathology, Sydney University
3. Dr Bruce Auld, Consultant in Plant Science, Agriculture and Environment
4. Ms Brenda Gray, Deputy Director of the Orange Regional Gallery
5. Dr Dave Britton, Senior Entomologist, NAQS

Director of the Collections

Peter Gillespie, Curator, Entomological Collections, NSW DPI (Mr Gillespie is not a member of the Trust)

Secretary to the Trust

Dr Jordan Bailey, Leader Plant Pathology Curation, NSW DPI (Dr Bailey is not a member of the Trust)

Meetings

Annual trust meeting was held May 22nd, 2017.

Government Information (Public Access) Act 2009

This Act came into effect on 1 July 2010. The Agricultural Scientific Collections Trust is F.O.I. Agency No 1668. No submissions or activities relevant to the Government Information (Public Access) Act 2009 were made during 2015-2016.

The Trust webpage has been upgraded to satisfy the requirements of the Act.

<http://www.dpi.nsw.gov.au/about-us/legislation/list/agricultural-scientific-collections-trust>

Activities of the Collections and Trust 2016 – 2017

Unit Personnel

Ongoing BC staff

Mr Peter Gillespie was appointed Curator of the Collections in July 2013. Peter is the Director of The Collections.

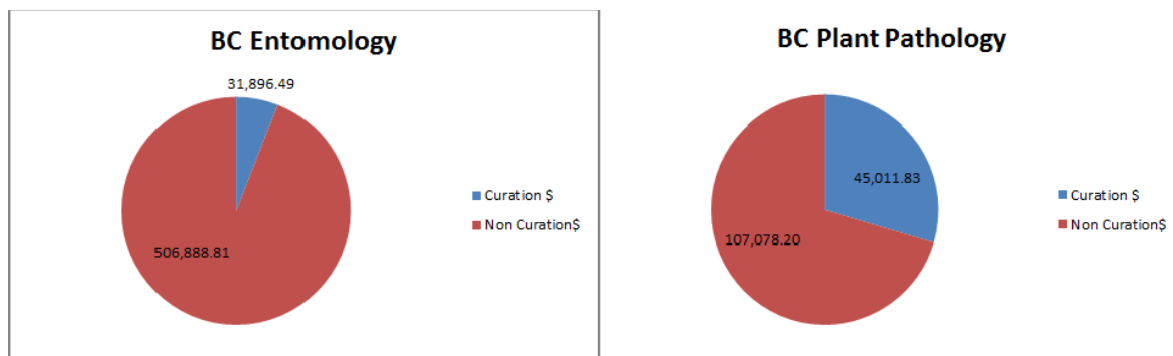
Dr Jordan Bailey Plant Pathologist, Herbarium Curator, was appointed January 16th 2017.

Dr Ainsley Seago continues in her role as technical manager of curation, insect and mite collection.

Ms Danuta Knihinicki continues to provide acarological services and curates and manages the mite component of the collections.

Ms Karren Cowan continues to provide important data and curatorial management and support for the herbarium and living culture collections.

Ongoing staff carry the responsibility for unit outcomes which involve direct processes such as: diagnostics, management (self & staff = HR, WHS, extension, training, quality assurance, accreditation, etc), research and curation. The curation component, which directly impacts the size and quality of the collections and their long term viability is graphically represented below for this financial period. Note Entomology figures include 2.8 FTE's of diagnostic staff. BC Plant Pathology figure omits additional curation input by D. Gunning.

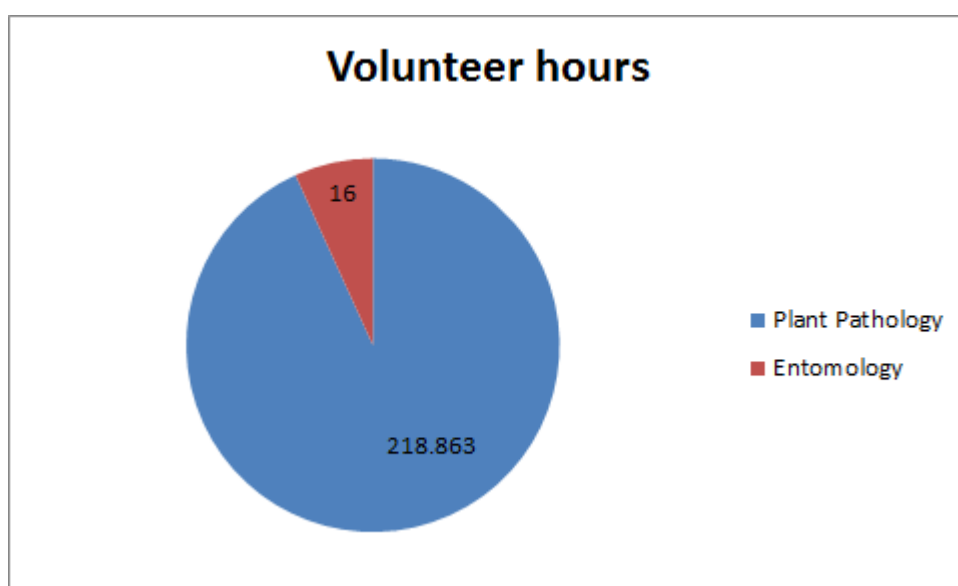


Temporary, part-time, casual staff

Eight casual staff have provided an enormous contribution to the unit through the application of various skills and expertise to a range of relevant plant health issues such as: pest and disease surveillance, pest monitoring, management, research, curatorial projects for supporting the collections.

Research associate, volunteer staff (unpaid)

Volunteers and research associates visited the collections 88 times, contributing a total of 251.187 hours (0.21 FTE) of which 234.863 hours (93%) were attributed to curatorial activities and the remainder to research. Below is an indication of the volunteer hours contributing to the Trust collections for this financial year.



For a full listing of these staff please see [Appendix 1](#)

Trust accounts

[Appendix 2](#) includes the current financial statement for the ASCT.

Accreditation

Insect Collection & Herbarium

- 29th March 2017 - ISO 9001 audit was conducted on the - no non compliances

Herbarium

- 22nd August 2016 - Department of Agriculture and Water Resources (DAWR) QAP audit - no non compliances
- Three internal audits have been conducted with no major problems.

Collection changes and improvements

Several pieces of equipment were purchased to aid us in imaging specimens these were:

- Light box
- Canon 5D mark III
- Z-Stacker motor
- Zerene stacking software
- Light microscope mount

The alcohol storage building was approved and construction begun

The database upgrade was not approved narrowly missing out on competitive Capital works funding. Assurances were given that a subsequent proposal will be supported.

Purchase of 3000+ plastic storage containers for herbarium box upgrade

Curation

Collection size

Insect Collection

- Approximately 450,000 mounts (dried, wet & slide)

Herbarium

- Approximately 100,000 dried specimens
- Approximately 6,000 living cultures

Note: see Physical audit below

Additions

Insect Collection

- 603 new records added including 645 specimens and 201 new site visits

Herbarium

- 513 specimens have been accessioned to the herbarium (473 living cultures & 41 dried specimens)

De-accessions

Insect Collection & Herbarium – Nill

Loans

Insect Collection

- 79 specimens were sent out on 5 loans, 2 loans were returned. There are currently 9747 specimens out on loan.

Herbarium

- 29 specimens were sent out on 8 loans, 19 specimens from 5 loans were returned. There are currently 111 specimens out on loan.

Updates

Insect Collection

- 1552 records updated

Herbarium

- 3972 records have been edited

Issues

Insect Collection

- Backlog of databasing and curation remains
- Consistent molecular capabilities

Herbarium

- Backlog of cultures to be transferred to freeze dried storage, this has been mitigated by allocation of staff from head office to the project until completion.
- Backlog of accessioning to be done
- Consistent molecular capabilities

Curation projects

Insect Collection

- Ongoing ad hoc curation of the Coleoptera saw 55 families incorporated (NSW DPI & Forestry). Considerable effort is required to incorporate the remaining 10 largest (30%) Coleoptera families from the forestry collections.
- The Forestry termite collection was almost completely integrated and curated. This involved the reordering of samples from accession order to phylogenetic order to allow incorporation.
- A curation backlog plan was a recommendation from the audit proceedings. A curation backlog plan and risk management strategy was drafted and presented to management. No response has ensued.

Herbarium

- Toni Chapman requested over 100 bacterial isolates from the culture collection for sequencing and contribution of these sequences to the collection database.
- Michael continues to update specimen filing in accordance with current phylogenetic understandings
- Purchased 3000+ plastic storage containers to begin upgrade of herbarium boxes and merging of overseas and Australian specimens.

Visitors

59 Visitors visited the collections

Diagnostics

Entomology serviced 167 submissions with revenue of \$64,842.91 and included about 1400 specimens.

Physical Audit: “Everybody counts”

A physical audit of the collections was undertaken in Nov 2016 to address ongoing auditor concerns of the estimated total size of the collections. Prior to this physical audit, best “guestimates” based on a range of non specific criteria gave a size of about 450,000 insect & mite specimens (with only 50% databased) and about 100,000 herbarium specimens (with 85% databased). The auditors main concern were the poorly defined non-specific criteria used for estimation. 50.25 hours by 23 staff and volunteers and at a cost of about \$3580.48 provided a physical audit of the entire collection to provide a reliable size estimate with defined and supportable criteria. This estimate provided comfort to the auditors and reinforced that the long term “guestimates” were, in fact, quite close to the newly estimated totals. Details of the successful “everybody counts” physical audit are available in [appendix 4](#).

Sales & Services

Herbarium

- 199 cultures were sent to 27 clients
- Freeze dried 4 master cultures for Thinkbio
- Total revenue \$5,320

Information requests

Entomology & Acarology

- 22 information request were received

Herbarium

- 35 enquiries covering 111 pathogens

Training

Australian Pest Whitefly workshop - Brisbane 19th to 23rd June 2017. **P. Gillespie** led an international group of 16 biosecurity workers to enable them to recognise import pest and threatening whiteflies in Australia.

Visitors

59 Visitors visited the collections

Conferences attended

Annual Diagnosticians’ Workshop, Cairns, 4th – 6th April 2017.

Referee reports

Peter Gillespie reviewed one paper for Austral Entomology.

Publications (scientific, promotional, conference)

Bloomfield, C.I.A., Fanson, B.G., **Mirrington, R., Gillespie, P.S.**, Dominiak, B.C. 2017. Optimising irradiation dose in mass-produced Queensland fruit fly, *Bactrocera tryoni*, for sterile insect release: the incorporation of residual effects on F1 progeny. *Entomologia Experimentalis et Applicata*. 10.1111/eea.12538

Hales, Dinah F., **Gillespie, Peter S.**, Wade, Stephen, Dominiak, Bernard C. 2017. First Detection Of *Megoura crassicauda* Mordvilko, (Hemiptera: Aphididae) In Australia And A Review Of Its Biology. *General and Applied Entomology*. Vol 45. pp77-81.

[Appendix 1. Current staff](#)

[Appendix 2. ASCT financial statement](#)

Appendix 3. Collections ISO assessment

[Appendix 4. Physical audit: "Everybody counts"](#)

Appendix 1. Biosecurity Collections 2016/17 Staff

Entomology & Acarology - ongoing

Peter Gillespie - Collections curator

Ainsley Seago - Collections manager

Danuta Knihinicki - Acarology

Entomology & Acarology - casual

Matt Brandley - Technician

Zoe Edwards - Technician

Birgit Loecker - Technician

Ros Mirrington - Technician

Catherine Phillips - Technician

Michael Pogson - technician

Michelle Rossetto - Technician

Heather Smith - Technician

Plant Pathology - Ongoing

Jordan Bailey - Herbarium Curator (since Jan 2017)

Karren Cowan - Prof. Officer, Technical Officer

Michael Priest - Technician

Volunteers/ Research Associates

Murray Fletcher - RA (Ento)

Michael Priest - volunteer (Herb)

Merydyn Davison - volunteer (Herb)

Agricultural Scientific Collections Trust

Financial Statements

30 June 2017

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

**STATEMENT IN RELATION TO PARTICULAR AUDIT IN ACCORDANCE WITH THE PUBLIC
FINANCE AND AUDIT ACT 1983**

I state that:

- a) the accompanying financial statements have been prepared in accordance with applicable Australian Accounting Standards (which include Australian Accounting Interpretations), the provisions of the *Public Finance and Audit Act 1983*, the applicable clauses of the *Public Finance and Audit Regulation 2015*, and the Financial Reporting Directions mandated by the Treasurer;
- b) the accompanying financial statements exhibit a true and fair view of the financial position and the financial performance of the Agricultural Scientific Collections Trust for the year ended 30 June 2017;
- c) at the date of signing I am not aware of any circumstances that would render the financial statements misleading or inaccurate.



**Dr Kathryn Gott
ACTING CHAIRPERSON
AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST**

Date: 3 Oct 2017

Beginning of the audited financial statements

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST
STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2017

	Notes	2017 \$	2016 \$
Expenses excluding losses			
Operating expenses			
Personnel services expenses	2(a)	139,055	103,189
Other operating expenses	2(b)	<u>133,930</u>	<u>121,984</u>
Total expenses excluding losses		<u>272,985</u>	<u>225,173</u>
Revenue			
Investment revenue	3(a)		29
Grants and contributions	3(b)	15,000	15,000
In kind contribution	3(c)	<u>263,993</u>	<u>213,068</u>
Total revenue		<u>278,993</u>	<u>228,097</u>
Net result		<u>6,008</u>	<u>2,924</u>
Other comprehensive income			
<i>Items that will not be reclassified to net result</i>			
Net increase in property, plant and equipment revaluation surplus	6		<u>100,929</u>
Total other comprehensive income			<u>100,929</u>
TOTAL COMPREHENSIVE INCOME		<u>6,008</u>	<u>103,853</u>

The accompanying notes form part of these financial statements.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST
STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2017

	Notes	2017 \$	2016 \$
ASSETS			
Current assets			
Cash and cash equivalents	4	17,125	25,941
Receivables	5	15,360	90
Total current assets		<u>32,485</u>	<u>26,031</u>
Non-current assets			
Property plant and equipment			
- Collections assets	6	<u>102,709,785</u>	<u>102,709,785</u>
Total non-current assets		<u>102,709,785</u>	<u>102,709,785</u>
Total assets		<u>102,742,270</u>	<u>102,735,816</u>
LIABILITIES			
Current liabilities			
Payables	7	<u>8,606</u>	<u>8,160</u>
Total liabilities		<u>8,606</u>	<u>8,160</u>
Net Assets		<u>102,733,664</u>	<u>102,727,656</u>
EQUITY			
Reserves		102,709,785	102,709,785
Accumulated funds		<u>23,879</u>	<u>17,871</u>
Total equity		<u>102,733,664</u>	<u>102,727,656</u>

The accompanying notes form part of these financial statements.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2017

	Accumulated Funds	Asset Revaluation Surplus	Total Equity
	\$	\$	\$
Balance at 1 July 2016	17,871	102,709,785	102,727,656
Net result for the year	6,008		6,008
Total comprehensive income for the year	6,008		6,008
Balance at 30 June 2017	23,879	102,709,785	102,733,664
Balance at 1 July 2015	14,947	102,608,856	102,623,803
Net result for the year	2,924		2,924
Other comprehensive income:			
Net change in revaluation surplus of property, plant and equipment		100,929	100,929
Total comprehensive income for the year	2,924	100,929	103,853
Balance at 30 June 2016	17,871	102,709,785	102,727,656

The accompanying notes form part of these financial statements

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 2017

	Notes	2017 \$	2016 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Audit Fees		(8,090)	(14,710)
Other		<u>(816)</u>	<u>(5,816)</u>
Total Payments		(8,906)	(20,526)
Receipts			
Interest received			362
Grants and contributions			17,620
Other		<u>90</u>	<u>710</u>
Total Receipts		<u>90</u>	<u>18,692</u>
NET CASH FLOWS FROM OPERATING ACTIVITIES	9	(8,816)	(1,834)
NET INCREASE / (DECREASE) IN CASH		(8,816)	(1,834)
Opening cash and cash equivalents		<u>25,941</u>	<u>27,775</u>
CLOSING CASH AND CASH EQUIVALENTS	4	17,125	25,941

The accompanying notes form part of these financial statements.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

(a) Reporting entity

The Agricultural Scientific Collections Trust (the Trust) is constituted under Section 5 of the Agricultural Scientific Collections Trust Act 1983 which commenced on 9 November 1984. This Act gives statutory protection to the scientific collections of the Department of Industry, ensuring their long-term maintenance and improvement. At the present time, there are three collections vested in the Trust. The Plant Pathology Herbarium and the Insect and Mite Collections are housed in the Biosecurity Collections Unit at the Orange Agricultural Institute and the Domestic Animal Pathology Collection housed at the Elizabeth Macarthur Agricultural Institute at Menangle. Biosecurity Collections Unit (Orange) now also includes the two former collections, Forestry Commission NSW Insect Collection (FCNI) and the Forestry Plant Pathology Collection (formerly at West Pennant Hills).

The Trust is a not-for-profit entity (as profit is not its principal objective) and it has no cash generating units. The reporting entity is consolidated as part of the NSW Total State Sector Accounts.

These financial statements for the year ended 30 June 2017 have been authorised for issue by the Chairman on the date the accompanying statement in relation to particular audit was signed.

(b) Basis of preparation

The Trust's financial statements are general purpose financial statements which have been prepared on an accrual basis in accordance with:

- applicable Australian Accounting Standards (which include Australian Accounting Interpretations)
- the requirements of the *Public Finance and Audit Act 1983* and *Public Finance and Audit Regulation 2015* and
- the Financial Reporting Directions mandated by the Treasurer.

Collection assets are measured at fair value and other financial statement items are prepared in accordance with the historic cost convention.

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial statements.

All amounts are rounded to the nearest dollar and are expressed in Australian currency.

(c) Statement of compliance

The financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

(d) Insurance

The Trust's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government entities. The expense (premium) is determined by the Fund Manager based on past claim experience.

(e) Accounting for the Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of GST, except that:

- the amount of GST incurred by the Trust as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense and
- receivables and payables are stated with the amount of GST included.

Cash flows are included in the Statement of Cash Flows on a gross basis. However, the GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the Australian Tax Office are classified as operating cash flows.

(f) Income recognition

Income is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies for the recognition of income are discussed below.

(i) Grants and contributions

Income from grants is recognised when the Trust obtains control over the contribution. The Trust is *deemed* to have assumed control when the grant is received or receivable.

Contributions are recognised at their fair value. Contributions of services are recognised when and only when a fair value of those services can be reliably determined and the services would be purchased if not donated.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(ii) Investment revenue

Interest income is recognised using the effective interest rate method. The effective interest rate is the rate that exactly discounts the estimated future cash receipts over the expected life of the financial instrument or a shorter period, where appropriate, to the net carrying amount of the financial asset.

(g) Personnel services

The Trust does not have any employees and receives administrative, secretarial support and operational assistance from the Department of Industry. The Trust is not required to reimburse the Department of Industry for personnel services.

(h) Property, plant and equipment

(i) Acquisition of property, plant and equipment

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

(ii) Revaluation of property, plant and equipment

Physical non-current assets are valued in accordance with the "Valuation of Physical Non-Current Assets at Fair Value" Policy and Guidelines Paper (TPP 14-01). This policy adopts fair value in accordance with AASB 13 *Fair Value Measurement*, AASB 116 Property, Plant and Equipment.

Property, plant and equipment is measured at the highest and best use by market participants that is physically possible, legally permissible and financially feasible. The highest and best use must be available at a period that is not remote and take into account the characteristics of the asset being measured, including any socio-political restrictions imposed by government. In most cases, after taking into considerations, the highest and best use is the existing use. In limited circumstances, the highest and best use may be a feasible alternative use, where there are no restrictions on use or where there is a feasible higher restricted alternative use.

Fair value of property, plant and equipment is based on a market participants' perspective, using valuation techniques (market approach, cost approach, income approach) that maximise relevant observable inputs and minimise unobservable inputs. Also refer to Note 6 and Note 8 for further information regarding fair value.

The Trust re-values each class of property, plant and equipment with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. The NSW Treasury TPP 14-01 Accounting Policy: Valuation of Physical Non-Current Assets at Fair Value specifies a five year valuation. The next valuation of the collections is due to be undertaken as at 30 June 2020.

Revaluation increments are recognised in other comprehensive income and credited to revaluation surplus in equity. However, to the extent that an increment reverses a revaluation decrement in respect of the same class of asset previously recognised as a loss in the net result, the increment is recognised immediately as a gain in the net result.

Revaluation decrements are recognised immediately as a loss in the net result, except that, to the extent that a credit balance exists in the asset revaluation surplus in respect of the same class of assets, they are debited directly to the revaluation surplus.

As a not-for-profit entity, revaluation increments and decrements are offset against one another within a class of non-current assets, but not otherwise.

Where an asset that has previously been revalued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

Fair value of collections is based on the 'recollection cost' method, refer note 8 for further information regarding fair value.

(iii) Depreciation of property, plant and equipment

Collections assets may not have a limited useful life because appropriate curatorial and preservation policies are adopted. Such assets are not subject to depreciation. The decision not to recognise depreciation for these assets is reviewed annually.

(iv) Major inspection costs

When a major inspection is performed, its cost is recognised in the carrying amount of the plant and equipment as a replacement if the recognition criteria are satisfied.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(i) Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

The entity determines the classification of its financial assets and liabilities after initial recognition and, when allowed and appropriate, re-evaluates this at each financial year end.

(i) Financial assets

Financial assets are classified, at initial recognition, as financial assets at fair value through profit or loss, or as loans and receivables, as appropriate. The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition.

- Loans and receivables

Trade receivables, loans, and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as loans and receivables. Loans and receivables are measured at amortised cost using the effective interest method, less any impairment. Changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

Short-term receivables with no stated interest rate are measured at the original invoice amount unless the effect of discounting is material.

(ii) Financial liabilities

Financial liabilities are classified as either 'at fair value through profit or loss' or 'at amortised cost'.

- Payables

Payables represent liabilities for goods and services provided to the entity and other amounts. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

(j) Equity and reserves

(i) Revaluation surplus

The revaluation surplus is used to record increments and decrements on the revaluation of non-current assets. This accords with the Trust's policy on the revaluation of property, plant and equipment as discussed in note 1(h).

(ii) Accumulated funds

The category accumulated funds included all current and prior period retained funds.

(iii) Separate reserve accounts are recognised in the financial statements only if such accounts are required by specific legislation or Australian Accounting Standards (e.g. revaluation surplus).

(k) Services provided by Department of Industry

The Department of Industry provides the following services to the Trust free of charge:

- Financial statement preparation
- IT Costs

The value of these services is not estimated or accounted for as it is considered insignificant to the financial statements.

(l) Fair value measurement and hierarchy

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either in the principal market for the asset or liability or in the absence of a principal market, in the most advantageous market for the asset or liability.

A number of the entity's accounting policies and disclosures require the measurement of fair values, for both financial and non-financial assets and liabilities. When measuring fair value, the valuation technique used maximises the use of relevant observable inputs and minimises the use of unobservable inputs. Under AASB 13, the entity categorises, for disclosure purposes, the valuation techniques based on the inputs used in the valuation techniques as follows:

- Level 1 - quoted (unadjusted) prices in active markets for identical assets / liabilities that the entity can access at the measurement date.
- Level 2 - inputs other than quoted prices included within Level 1 that are observable, either directly or indirectly.
- Level 3 - inputs that are not based on observable market data (unobservable inputs).

The entity recognises transfers between levels of the fair value hierarchy at the end of the reporting period during which the change has occurred.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

(m) Comparative information

Except when an Australian Accounting Standard permits or requires otherwise, comparative information is disclosed in respect of the previous period for all amounts reported in the financial statements.

(n) New Australian Accounting Standards issued and effective for the first time at 30 June 2017

The accounting policies applied in the preparation of these financial statements are consistent with those of the previous financial year unless otherwise stated. The following new and revised Accounting Standards were applicable for the first time for the 2017 financial year. However, these standards do not have any material effect on the accounting policies adopted by the Trust.

- AASB 1057 Application of Australian Accounting Standards
- AASB 2015-1 Annual Improvements to Australian Accounting Standards 2012-2014
- AASB 2015-2 Amendments to Australian Accounting Standards - Disclosure Initiative: Amendments to AASB 101
- AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-profit Public Sector Entities
- AASB 2015-7 Amendments to Australian Accounting Standards – Fair Value Disclosures of Not-for-Profit Public Sector Entities

(o) New Australian Accounting Standards issued but not effective

NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless Treasury determines otherwise.

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted for the financial year ended 30 June 2017. These are listed as follows with their effective date:

- AASB 2016-2 Amendments to Australian Accounting Standards - Disclosure Initiative: Amendments to AASB 107 (1 July 2017)
- AASB 2016-4 Amendments to Australian Accounting Standards – Recoverable Amount of Non Cash-Generating Specialised Assets of Not-for-Profit Entities (1 July 2017)
- AASB 9 Financial Instruments (1 July 2018)
- AASB 16 Leases (1 July 2019)
- AASB 2016-8 Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Entities (1 July 2019)
- AASB 1058 Income of Not-for-profit Entities (1 July 2019)

The Trust has reviewed the new accounting standards and at this stage does not anticipate any material impact on the figures reported in these financial statements.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

2. EXPENSES EXCLUDING LOSSES

	2017	2016
	\$	\$
(a) Personnel services expenses		
Salaries and wages (includes annual leave)	119,001	89,366
Superannuation	13,256	8,490
Payroll tax	6,798	5,333
	139,055	103,189
(b) Other operating expenses include the following:		
Auditor's remuneration - audit of financial statements	18,900	19,400
Consumables and stores		798
Membership fees	327	100
Office accommodation	114,038	97,879
Travel	126	3,015
Other operating	539	792
	133,930	121,984

3. REVENUES

	2017	2016
	\$	\$
(a) Investment revenue		
Interest revenue		29
		29
(b) Grants and contributions		
Grants - NSW Government	15,000	15,000
	15,000	15,000
(c) In kind contribution - Department of Industry		
Audit fee & valuation contribution	10,900	12,000
Office accommodation	114,038	97,879
Personnel services contribution	139,055	103,189
	263,993	213,068

The Department of Industry pays for audit remuneration (above \$8,000), 5 yearly valuation of the collections and personnel services on behalf of the Trust.

4. CURRENT ASSETS - CASH AND CASH EQUIVALENTS

	2017	2016
	\$	\$
Cash at bank and on hand	17,125	25,941
	17,125	25,941

For the purpose of the Statement of Cash Flows, cash and cash equivalents include cash at bank, cash on hand, and short term

Cash and cash equivalent assets recognised in the Statement of Financial Position are reconciled at the end of the financial year

Cash and cash equivalents (per Statement of Financial Position)	17,125	25,941
Closing cash and cash equivalents (per Statement of Cash Flows)	17,125	25,941

Refer Note 10 for details regarding credit risk, liquidity risk and market risk arising from financial instruments.

5. CURRENT ASSETS - RECEIVABLES

	2017	2016
	\$	\$
CURRENT		
Receivable from Department of Industry	15,000	
Net GST	360	90
	15,360	90

Details regarding credit risk, liquidity risk and market risk, including financial assets are disclosed in Note 10.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

6. NON-CURRENT ASSETS - PROPERTY PLANT AND EQUIPMENT

	Collection Assets \$
At 1 July 2016 - fair value	
Gross carrying amount	102,709,785
Accumulated depreciation and impairment	
Net carrying amount	<u>102,709,785</u>
At 30 June 2017 - fair value	
Gross carrying amount	102,709,785
Accumulated depreciation and impairment	
Net carrying amount	<u>102,709,785</u>

Reconciliation

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of the current reporting period is set out below.

	Collection Assets \$
Year ended 30 June 2017	
Net carrying amount at start of year	102,709,785
Net revaluation increment	
Net carrying amount at end of year	<u>102,709,785</u>

	Collection Assets \$
At 1 July 2015 - Fair Value	
Gross carrying amount	95,021,356
Net revaluation increment	<u>7,587,500</u>
Net carrying amount	<u>102,608,856</u>
At 30 June 2016 - Fair Value	
Gross carrying amount	102,608,856
Net revaluation increment	<u>100,929</u>
Net carrying amount	<u>102,709,785</u>

Reconciliation

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of the prior reporting period is set out below.

	Collection Assets \$
Year ended 30 June 2016	
Net carrying amount at start of year	102,608,856
Net revaluation increment	<u>100,929</u>
Net carrying amount at end of year	<u>102,709,785</u>

7. CURRENT LIABILITIES - PAYABLES

	2017 \$	2016 \$
CURRENT		
Accruals	3,960	990
Payable to Department of Industry	<u>4,646</u>	<u>7,170</u>
	<u>8,606</u>	<u>8,160</u>

Details regarding credit risk, liquidity risk and market risk, including a maturity analysis of the above payables are disclosed in Note 10.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

8. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS

(a) Fair value hierarchy

2017		Level
		\$
Property, plant and equipment (Note 6)		
Collection Assets	102,709,785	

2016		Level
		\$
Property, plant and equipment (Note 6)		
Collection Assets	102,709,785	

The principal assets of the Trust are the insect and mite collections, the plant pathology herbarium, the FCNI collection, the forest pathology collection, the forestry wood sample collection and the domestic animal pathology collection. The former two collections (known here as the Agricultural Scientific Collections Unit (ASCU) collections) were originally established in 1890 with the appointment of the first scientific officers in the then Department of Agriculture and Mines. The three forestry collections were first established after the passing of the Forestry Act No.55 in 1916. Since that time the ASCU collections and the Forestry insect and plant pathology collections have been augmented regularly through the addition of specimens representing records of insects, mites, fungi, bacteria, viruses and nematodes associated with agricultural or forestry activity in New South Wales. Each addition of a specimen to the collections also adds a data label bearing information on the identity, location, date of collection, name of the collector and biological information pertaining to that specimen.

This information provides data for the trade, quarantine, research and diagnostic functions of the Agricultural Scientific Collections Unit and the Forest Health Research Unit. The identity information has been added progressively by specialist taxonomists, many with world authority status, over many years and much of the information is now irreplaceable because the original source is no longer available.

In addition to this collection information, the ASCU collections include many unique reference specimens known as primary type specimens. These are used by taxonomists as the only valid reference point for individual scientific names and are established by the taxonomist who originally names a species.

The location of each of these primary type specimens is published with the original description of a species, this being a requirement of the International Codes for Zoological and Botanical Nomenclature. In addition to the collections themselves, the Trust assets held in the ASCU, Orange, include original paintings of insects by E.H. Zeck, many in colour, and original paintings of plant diseases by Margaret Senior. These have been used for many years to illustrate departmental publications on insects, mites and plant diseases in NSW and images of these are provided on the Department of Industry website at: <http://www.dpi.nsw.gov.au/aboutus/services/collections/scientific-illustrations/>.

(b) Valuation techniques, inputs and processes

An external valuation of the collections was completed during May 2015 by Simon Storey Valuers, MAAVA. Increases in the value of the collections are transferred to the asset revaluation surplus.

The "recollection cost" method is used for the revaluation of the collections. This method uses the specialised expertise of the Trust's management staff and attributes a derived average unit cost by collection type and extrapolates a total value for those items where a ready market does not exist. Average costs vary within collection categories. Recollection cost is based on an estimate of the current gross replacement cost of the item. Acquisition of collection items are recorded at cost when purchased.

Movements in the relevant consumer price index are considered by management to be the most relevant indication of movement in the fair value of the collections.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

8. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS (continued)

(c) Reconciliation of recurring Level 3 fair value measurements

2017

Recurring Level 3 fair value measurements	Collections Assets \$
Fair value as a 1 July 2016	102,709,785
Additions	-
Revaluation increments/decrements recognised in other comprehensive income	-
Fair value as at 30 June 2017	102,709,785

2016

Recurring Level 3 fair value measurements	Collections Assets \$
Fair value as a 1 July 2015	102,608,856
Additions	-
Revaluation increments/decrements recognised in other comprehensive income	100,929
Fair value as at 30 June 2016	102,709,785

9. RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET RESULT

	2017 \$	2016 \$
Net cash used on operating activities	(8,816)	(1,834)
Increase/(decrease) in receivables	15,270	(2,482)
Decrease/(increase) in creditors	(446)	7,240
Net result	6,008	2,924

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

10. FINANCIAL INSTRUMENTS

The Trust's principal financial instruments are outlined below. These financial instruments arise directly from the Trust's operations or are required to finance the Trust's operations. The Trust does not enter into or trade financial instruments, including derivative financial instruments, for speculative purposes.

The Trust's main risks arising from financial instruments are outlined below, together with the Trust's objectives, policies and processes for measuring and managing risk. Further quantitative and qualitative disclosures are included throughout these financial statements.

The Board has overall responsibility for the establishment and oversight of risk management and reviews and agrees policies for managing each of these risks. Risk Management policies are established to identify and analyse the risks faced by the Trust, to set risk limits and controls and to monitor risks.

(a) Financial instrument categories

Financial assets	Note	Category	Carrying Amount 2017 \$	Carrying Amount 2016 \$
Class:				
Cash and cash equivalents	4	N/A	17,125	25,941
Receivables ¹	5	Receivables (at amortised cost)	15,000	
			32,125	25,941
Financial liabilities				
	Note	Category	Carrying Amount 2017 \$	Carrying Amount 2016 \$
Class:				
Payables ²	7	Financial Liabilities measured at amortised cost	8,606	8,160
			8,606	8,160

Notes

1. Excludes statutory receivables and prepayments (i.e. not within scope of AASB 7).
2. Excludes statutory payables and unearned revenue (i.e. not within scope of AASB 7).

(b) Credit risk

Credit risk arises when there is the possibility of the Trust's debtors defaulting on their contractual obligations, resulting in a financial loss to the Trust. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment).

Credit risk arises from the financial assets of the Trust, including cash, receivables, authority deposits and advances receivable. No collateral is held by the Trust. The Trust has not granted any financial guarantees.

Credit risk associated with the Trust's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards.

Cash

Cash comprises cash on hand and bank balances within the NSW Treasury Banking System. No interest is receivable on bank balances.

Receivables - trade debtors

The Trust does not have any external trade debtors.

(c) Liquidity risk

Liquidity risk is the risk that the Trust will be unable to meet its payment obligations when they fall due. The Trust continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets. The objective is to maintain a balance between continuity of funding and flexibility through the use of loans and other advances.

During the current year and prior year, there were no defaults or breaches on any loans payable. No assets have been pledged as collateral. The Trust's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

AGRICULTURAL SCIENTIFIC COLLECTIONS TRUST

Notes to and forming part of the financial statements for the year ended 30 June 2017

10. FINANCIAL INSTRUMENTS (continued)

(c) Liquidity risk (continued)

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in NSW TC 11/12. For small business suppliers, where terms are not specified, payment is made not later than 30 days from date of receipt of a correctly rendered invoice. For other suppliers, if trade terms are not specified, payment is made no later than the end of the month following the month in which the invoice or a statement is received. For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise. For payments to other suppliers, the Secretary may automatically pay the supplier simple interest.

The table below summarises the maturity profile of the Trust's financial liabilities, together with the interest rate exposure.

	Weighted Average Effective Int. Rate	Nominal Amount ¹	Interest Rate exposure			Maturity Dates		
			Fixed Int. Rate	Variable Int. Rate	Non-interest Bearing	< 1 yr	1 - 5 yrs	> 5 yrs
		\$	\$	\$	\$			
2017								
Payables		8,606			8,606	8,606		
		8,606			8,606	8,606		
2016								
Payables		8,160			8,160	8,160		
		8,160			8,160	8,160		

Notes:

- The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities based on the earliest date on which The Trust can be required to pay. The tables include both interest and principal cash flows and therefore will not reconcile to the statement of financial position.

(d) Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Trust has no exposure to foreign currency risk and does not enter into commodity contracts. The Trust has no borrowings or investments.

Interest rate risk

Exposure to interest rate risk arises primarily through the Trust's cash balances. A reasonably possible change of +1/-1 % is used, consistent with current trends in interest rates.

The Trust's exposure to interest rate risk is set out below.

	Carrying Amount	Result	Equity	Result	Equity
	\$	\$	\$	\$	\$
		-1%		+1%	
2017					
Financial assets					
Cash and cash equivalents	17,125	(171)	(171)	171	171
Receivables	15,000				
Financial liabilities					
Payables	8,606				
2016					
Financial assets					
Cash and cash equivalents	25,941	(259)	(259)	259	259
Receivables					
Financial liabilities					
Payables	8,160				

10. FINANCIAL INSTRUMENTS (continued)

(e) Fair value compared to carrying amount

Financial instruments are generally recognised at cost. The amortised cost of financial instruments recognised in the statement of financial position approximates the fair value, because of the short term nature of the financial instruments.

11. RELATED PARTIES

During the year, the Trust incurred **\$1,030** in respect of the key management personnel services that were provided by a separate management entity, Department of Industry. All other services received from the Department of Industry were free of charge.

During the year, the Trust did not enter into any transactions with key management personnel, their close family members and/or controlled and jointly controlled entities thereof.

During the year, the Trust entered into transactions with other entities that are controlled / jointly controlled / significantly influenced by NSW Government. These transactions (incurred in the normal course of business) in aggregate are a significant portion of the Trust's revenue and expenses, and the nature of these significant transactions are detailed below;

Entity	Nature of Transactions
Audit Office of NSW	Provides independent audit services on the Trust's financial statements.
Department of Industry	Provision of administrative, secretarial support and operational assistance.

12. CONTINGENT ASSETS AND CONTINGENT LIABILITIES

The Trust is unaware of the existence of any contingent liabilities or contingent assets as at balance date (2016: NIL).

13. EVENTS AFTER REPORTING DATE

There are no events subsequent to the balance date that affect the financial information disclosed in these financial statements.

End of the audited financial statements.

Appendix 3. Biosecurity Collections ISO Assessment



Transition Report.

NSW Department of Primary Industries Orange Agricultural Institute

Report Author Lyn Davis
Visit Start Date 29/03/2017

Page 1 of 13 ...making excellence a habit.™

Transition.

This report has been compiled by Lyn Davis and relates to the assessment activity detailed below:

Visit ref/Type/Date/Duration	Certificate/Standard	Site address
8708178 Transition Audit 29/03/2017 0.5 day(s) No. Employees: 2	FS 603588 ISO 9001:2008	NSW Department of Primary Industries Orange Agricultural Institute 1447 Forest Road Orange New South Wales 2800 Australia
8708179 Continuing Assessment (Surveillance) 29/03/2017 0.5 day(s) No. Employees: 4	FS 603588 ISO 9001:2008	NSW Department of Primary Industries Orange Agricultural Institute 1447 Forest Road Orange New South Wales 2800 Australia
8708180 Transition Audit 30/03/2017 0.5 day(s) No. Employees: 2	FS 603588 ISO 9001:2008	NSW Department of Primary Industries 161 Kite Street Orange New South Wales 2800 Australia
8708181 Continuing Assessment (Surveillance) 30/03/2017 0.5 day(s) No. Employees: 4	FS 603588 ISO 9001:2008	NSW Department of Primary Industries 161 Kite Street Orange New South Wales 2800 Australia

9001 Transition

ISO 9001:2008 has been replaced by ISO 9001:2015.

ISO 9001:2008 certifications will not be valid after three years from the publication of ISO 9001:2015.

All ISO 9001:2008 certificates will remain valid through the period, however the expiry date of ISO 9001:2008 certificates will be limited and will not exceed the transition deadline date and will expire in September 2018. To ensure continued certification you must complete your transition ahead of this date.

Transition Report.

Based on the objective evidence provided throughout the assessment process, the current progress made against the revised standard is:

100%

4. Context of the organization

4.1 Understanding the organization and its context

Demonstrated : Yes

Auditor notes : The NSW DPI Strategic Plan is developed in line with the goals of the Department of Industry Plan and the NSW State plan.

Consideration has been given to stakeholder requirements which contribute to external and internal issues that can impact on the system, processes, policies and procedures.

At the certified team level changes to Department policies and external influences (e.g. changes in standards) are monitored and considered at team and Management Review meetings. Project leaders and teams review the needs of interested parties when proposing research projects that align with the overall policies of the department.

Objective Evidence;

Strategic Plan 2015- 2019

People Matter Survey (Senior Management engagement was an issue).

Monitoring the improved growth in value of the NSW primary industries (Market access).

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

4.2 Understanding the needs and expectations of interested parties

Demonstrated : Yes

Auditor notes : The understanding the expectations of interested parties is considered at the funding proposal stage. The risks are considered at the proposal stage for project funding and approval through the Investment Panel proposal process. A formal risk assessment is conducted prior to submitting the request for funding. The understanding of client and stakeholder requirements is imperative for the funding approval of research.

Objective Evidence;

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

4.3 Determining the scope of the quality management system

Demonstrated : Yes

Auditor notes : The system as implemented is to manage research projects to support the achievement of the objectives in NSW Department of Primary Industries strategic Plan. In agriculture, bio security, fisheries and food safety.

The system is being reviewed and improved versions of software are improving the capability to monitor projects. Proposals for

Transition Report.

research projects are risk assessments and assessed to determine if proposed project will meet stakeholder and funding body expectations.

Improved controls are being strengthened with the upgrades and improvements to software used for project management. Individual sites and teams have specified outcomes in indifferent industry sectors. The individual team scopes reflect their capability.

"The NSW DPI ISO 9001 QMS applies to the work conducted by laboratory research teams in DPI Agriculture, DPI Biosecurity & Food Safety and in future DPI Fisheries Algal Laboratory. The requirements, roles and responsibilities for the QMS are explained in the department's Laboratory Quality Management System Policy (IND-O-206). The overarching system is managed at the site called State and is used by the certified teams at nine sites around NSW. The system is supported by the State Quality Coordinator (SQC) at the State level and by Quality Assurance Officers at the sites.

Objective Evidence;

QMS Manual

Laboratory Quality Management System Policy (IND-O-206)

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

4.4 Quality management system and its processes

Demonstrated : Yes

Auditor notes : The Quality Manual has been revised to reflect the revised processes relating to the upgrade of the system to meet ISO9001:2015. Processes and procedures have been implemented to reflect the individual teams capability. Overall policies and procedures reflect the criteria for the management of projects.

Objective Evidence;

Section 4 of the NSW DPI research laboratory quality manual

"Maintenance and review" of the state QMS diagrammatical representation

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

5 Leadership

5.1 Leadership and commitment

Demonstrated : Yes

Auditor notes : The Director General displayed leadership through the approval of the revised Laboratory Management System Policy (IND-O-206) in 2016. The policy was issued by the Chief Scientist in August 2016. This Policy aligns with the requirements for leadership in ISO 9001:2015 in relation to roles and responsibilities for the various levels in the management structure. The Policy also points to additional responsibilities in the NSW DPI Research Lab Quality Manual (refer Policy).

Senior executive meeting are held relating to the higher level economic performance; external stakeholders satisfaction and outcomes from people matter survey (internal staff survey).

Biosecurity and Food safety have the (Cambron Plan). The Strategy group overview the achievements against the plan for each division.

Report Author Lyn Davis

Visit Start Date 29/03/2017

Transition Report.

The planning framework includes; Division; Branch, unit, teams, individual plans, project plans.
New software is being implemented to improve the monitoring of projects (replacement for clarity).

The revised NSW PDI Research Laboratory Quality Manual includes the requirement for integration of the team's objectives with the Department's strategic plans. The enhanced requirements have been communicated to Research Leaders, unit Directors and Group Directors of all teams included in the scope of the Quality Management System.

The role of the Chief Scientists branch is now more clearly defined in the Quality Management System and ensures that the State management review is tabled at the Senior Management Team's meetings for NSW Ag, BFS and Fisheries.

Objective Evidence;

Laboratory Management System

Policy (IND-O-206) in 2016

Department's strategic plan

Division; Branch, unit, teams, individual plans, project plans.

Senior Management Team's meetings

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

5.2 Policy

Demonstrated : Yes

Auditor notes : The policy statement (Quality Policy) was last reviewed in May 2016 to align with the Quality objectives.

It is the responsibility of all team leaders to ensure staff and contractors are aware of the Quality Policy statement.

The policy provides a platform for the strategic direction. Signed copies are displayed at reception at the sites and is communicated during the induction process.

Prior to commencement of work subcontractors will be made aware of the QMS for example by emailing the quality policy statement, placing a sign at reception or at induction.

Objective Evidence;

2015 State Management Review

Quality objectives INT16/31156[v2].

Quality Manual

Emails relating to policy

Induction records

Policy displayed in reception

Training records for various staff

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

5.3 Organization roles, responsibilities and authorities

Demonstrated : Yes

Auditor notes : The policy states that all research teams are to be certified.

Roles and responsibilities are defined in job descriptions and also in procedures and the Quality Manual.

Report Author Lyn Davis

Visit Start Date 29/03/2017

Transition Report.

The Departmental Lab Quality Management Policy (IND-O-206) clearly defines roles and responsibilities for relevant parties.

Role descriptions reviewed;

RM8 Lab Technician; included; Agency overview; Primary purpose of the role; Key accountability; Key challenges; key relationships;

Role dimensions;

Research Officer; Department overview; Primary purpose of the role; Key accountability; Key challenges; key relationships; Role dimensions ;essential requirement;; Capabilities; Capability summary; Focus capabilities; NSW Capability framework;

Objective Evidence;

Departmental Lab Quality Management Policy (IND-O-206

Job descriptions; RM8 Lab Technician; Research Officer

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

6 Planning

6.1 Actions to address risks and opportunities

Demonstrated : Yes

Auditor notes : The planning process cascades down from the NSW Dept of Industry Strategic plan; Divisional business plans for Agriculture & Bio security; Individual researchers project plans and operational plans. A risk based approach has been built into the overall project management structure with the review of proposals prior to submission to the funding bodies.

Risk based thinking is a theme reinforced at several sections in the NSW DPI Research Lab Quality Manual (refer sections 5.1, 5.3, 6.1, 8.1)

Procedures prompts teams to assess the risks and opportunities in relation to interested parties, external and internal issues and where required to develop an action plan.

Objective Evidence;

NSW Dept of Industry Strategic plan;

Divisional business plans for Agriculture & Bio security;

Cambron Plan 2016 -2017

Plant Bio security and Product integrity Program Logic V2 2016.

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

6.2 Quality objectives and planning to achieve them

Demonstrated : Yes

Auditor notes : The objectives are defined in the strategic plan and the cascading plans that sit under the strategic plan.

Project plans are developed in line with achieving the project milestones.

Quality objectives are also outlines in the Quality manual and align with policy and strategic objectives.

A number of reports are developed to monitor the achievement of objectives at the relevant levels and functions. Individual plans are reviewed as part of the performance review process. Project objectives are reviewed in line with milestone reporting. The achievement of objectives is also reported at management review.

Objective Evidence;
Strategic plan
Quality objectives
Division plans
project plans

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

6.3 Planning of Changes

Demonstrated : Yes

Auditor notes : Procedures are in place related to change management. Proposed changes are submitted for review and approval by the process owner prior to release. Changes may be the result of government or higher level departmental policy. These are communicated and implemented through plans at the appropriate level.

Objective Evidence;
NSW DPI Research Laboratory Quality Manual sections: 6.3 and 8.1.
Divisional plans
Strategic plan

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

7 Support

7.1 Resource

Demonstrated : Yes

Auditor notes : Resource requirements are reviewed as part of the project proposal submission. Resources may include staffing and equipment required for the project.

Resource requirements are also reviewed and discussed at Management reviews and team meetings.

e.g. The need for succession planning for experienced researchers nearing retirement age was raised as a common issue at the State Management Review 2016 and included in the executive summary of the State Management Review report approved by Manager Science Excellence and to be tabled at the Senior Management Team meetings of the relevant branches.

Objective Evidence;
State Management Review 2016
Senior Management Team meetings minutes
NSW DPI Research Laboratory Quality Manual sections: 5.3; 7.1 and 8.1.

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

7.2 Competence

Demonstrated : Yes

Auditor notes : Competencies are aligned with responsibilities and authorities associated with specific positions. competencies are also defined for external resources, subcontractors and collaborators. Records are maintained to verify training and competency assessments.

Objective Evidence;

NSW DPI Research Laboratory Quality Manual Section 8.3 and 7.1

Position Descriptions

training and competency assessment records.

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

7.3 Awareness

Demonstrated : Yes

Auditor notes : The awareness of the system has been heightened through the involvement in the review and upgrade of the system to meet the requirements of ISO9001:2015.

The changes have been communicated to all staff in the teams involved in the certification via email including research Leaders, unit Directors and Group Directors.

Objective Evidence;

The NSW DPI Research Lab Quality Manual sections 7.1 and 8.3

Department's Lab Quality Management System Policy (IND-O-206)

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

7.4 Communication

Demonstrated : Yes

Auditor notes : Communication across the organisation is managed through various team meetings, project meetings, management meetings, one on ones. Progress meetings are held with collaborators and funding bodies.

Objective Evidence;

NSW DPI Research Lab Quality Manual sections 8.1

Various meeting minutes.

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

7.5 Documented Information

7.5.1 General

Demonstrated : Yes

Auditor notes : The system consists of Quality Manual, system procedures and test methodology research plans. Document management procedures are implemented at all sites. The documentation required by ISO9001:2015 have been developed and implemented. Back up procedures and policies are in place to ensure the security of documentation. Retention times are specified and comply with the NSW archive requirements.

NSW DPI Research Lab Quality Manual section 7.5 also references the requirements.

Change management and document control criteria are documented and authorisation levels for changes are defined in the relevant document.

Objective Evidence;

NSW DPI Research Lab Quality Manual

NSW archive requirements

IT policies and back up

Collection records

Test methods

Document and change control procedure

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

8 Operation

8.1 Operational planning and control

Demonstrated : Yes

Auditor notes : Procedures are in place for the planning and management of projects and the associated experiments and laboratory testing.

The NSW DPI Research Laboratory Quality Manual sections 8.1, 8.2, 8.3, and 8.4 address requirement for planning and controlling processes including outsourced processes related to Project Management. A checklist has been developed as a prompt to ensure the relevant protocols are addressed.

Objective Evidence;

Project plans

Project funding submissions

NSW DPI Research Laboratory Quality Manual sections 8.1, 8.2, 8.3, and 8.4

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

8.2 Requirements for products and services

Demonstrated : Yes

Transition Report.

Auditor notes : The project proposal and planning procedures and the milestone reporting requirements ensure that stakeholders and funding bodies are kept informed of the status of projects. Project proposals are prepared around client requirements and if proposals do not meet client requirements then funding id not forth coming.

The NSW DPI Research Laboratory Quality Manual sections 5.1 regarding communication with 'potential' customers and 8.4.4 regarding customer property describe the controls and requirements in place.

Objective Evidence;

NSW DPI Research Laboratory Quality Manual sections 5.1

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

8.3 Design and development of products and services

Demonstrated : Yes

Auditor notes : The project planning and experiment design are covered in the project management procedures. Controls are in place for the review and verification of project outcomes. Final reports are peer reviewed. Published reports are formally reviewed. Project proposals (concept designs) are reviewed prior to submitting to funding bodies.

The NSW DPI Research Laboratory Quality Manual sections 5.1 refers to the communication with 'potential' customers and 8.4.4 relates to the management and control of customer property.

Objective Evidence;

NSW DPI Research Laboratory Quality Manual sections 5.1

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

8.4 Control of externally provided processes, products and services

Demonstrated : Yes

Auditor notes : The procedures relating to the control of sub contracted or external providers has been strengthened to take into consideration the requirements of ISO9001:2015. The NSW DPI Research Laboratory Quality Manual Section 8.3 addresses specific requirements for the selection and quality control of external resources in the form of subcontractors or collaborators and section 7.1 deals with the competency of human resources including staff and subcontractors.

Objective Evidence;

NSW DPI Research Laboratory Quality Manual Section 8.3

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

8.5 Production and service provision

Demonstrated : Yes

Report Author Lyn Davis

Visit Start Date 29/03/2017

Transition Report.

Auditor notes : The procedures related to project management and the project plans that also include details of experiment design and associated test methodology or field trials take into consideration the documentation required to verify that adequate controls are in place to ensure the quality and validity of the research being conducted. All documentation associated with the project are clearly identified with the project number for identification and traceability. Laboratory test samples are assigned unique identifiers.

Details are included in the NSW DPI Research Laboratory Quality Manual Section 8.4.3 addresses the requirements for identification and traceability and 8.4.4 customer property.

Post delivery requirements include the publication of papers and project reports to funding bodies.

Objective Evidence;

NSW DPI Research Laboratory Quality Manual Section 8.4.3; identification and traceability and 8.4.4 customer property

Project reports

Published papers

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

8.6 Release of products and services

Demonstrated : Yes

Auditor notes : The reports generated as a result of the research are peer reviewed prior to release. Reports are identified with the name of researcher and any associates.

Objective Evidence;

Final research reports

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

8.7 Control of nonconforming outputs

Demonstrated : Yes

Auditor notes : In the event non conforming reports or results are released The reports are recalled, reviewed or retested, checked and re-released with a new revision number. Refer to the state Control of non-conforming product procedure and Non conforming product form and the NSW DPI Research Lab Quality Manual section 10.1

Objective Evidence;

NSW DPI Research Lab Quality Manual section 10.1

There have not been any recalled reports to review.

Planned activities have been fully realised and the methods for determining process results used are effective.

The organisations planned results were achieved.

9 Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

Demonstrated : Yes

Auditor notes : Customer satisfaction is measured through the number of milestone reports that are not completed, the quality of the report, and the funding body's ongoing funding of the project. The NSW DPI Research Laboratory Quality Manual addresses these issues in sections 8.1, 8.4.1 and 9.

Objective Evidence;

NSW DPI Research Laboratory Quality Manual sections 8.1, 8.4.1 and 9.

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

9.2 Internal Audits

Demonstrated : Yes

Auditor notes : Internal audit processes and procedures are well entrenched in the organisation. Schedules are developed for each team at each site.

Objective Evidence;

Internal audit schedule

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

9.3 Management Review

Demonstrated : Yes

Auditor notes : Management reviews are conducted by each team and then a state management review pulls the information together for the State management review. Quality representative meet to discuss and finalise the meeting outcomes. The Management review procedure and the Team Management review templates have been updated to reflect the requirements of ISO9001:2015.

Objective Evidence;

Management review meeting minutes

Management review agenda template

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

10 Improvement

10.1 General

Demonstrated : Yes

Auditor notes : The improvement initiatives identified from various sources including internal audits, customer or staff issues are raised into the WebRMD. The State Improvement Procedure has been amended to meet the intent of ISO9001:2015.

Objective Evidence;

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

10.2 Nonconformity and corrective action

Demonstrated : Yes

Auditor notes : Procedures are in place for the management of non conforming product. The State Non conforming product procedure has been implemented and is well established.

Objective Evidence;

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

10.3 Continual improvement

Demonstrated : Yes

Auditor notes : The increased involvement of Senior management in the review of system outcomes and issues raised as a result of the management review and feedback from teams. The implementation updated software is planned which will improve the controls and monitoring of research projects.

Objective Evidence;

Planned activities have been fully realised and the methods for determining process results used are effective.
The organisations planned results were achieved.

Appendix 4. Physical audit: “Everybody counts”

Everybody Counts: A physical audit of collections of the Biosecurity Collections Unit

Peter Gillespie
Curator of Collections
17 Nov 2016

Background: The collections of Biosecurity Collections Unit (BCU) comprise the insect and invertebrate collections and the plant pathology herbarium and live culture collections of the Agricultural Scientific Collections Trust (the Trust). These collections include the same former collections of NSW Forestry and NSW DPI. The collections are managed by the staff of NSW DPI from the Biosecurity collections unit, a sub unit of Plant Biosecurity & Product Integrity group on behalf of the Trust. The collections are over 120 years old and have examples of most of the major pest and disease outbreaks, quarantine interceptions and taxonomic research of related groups over that period. These collections represent the gold standard for the determination of quarantine status for a wide range of pests and diseases influencing market access and international trade decisions covering a broad range of horticultural and allied commodities in NSW and Australia. Additionally the collections provide vital services as diagnostic training and identification tool, as well as the source and repository for taxonomic training and research, extension, teaching and mentoring in related fields. The Herbarium contains about 110,000 specimens and is almost completely databased (> 98%) whilst the insect and invertebrate collections are about 50% databased with 230,000 records with an estimated size of about 500,000 specimens. The accretion of insect and invertebrate database records has cost in the order of \$900,000 (mostly out-sourced) and taken nearly 20 years to accrue. The collections have recently been valued, based on recollection costs, to a value of \$100m by independent auditors. Questions arising from these audits include the estimated size of the collections.

This document outlines the methods and outcomes of a determination of the estimation of the physical size of the biological collections managed by BCU.

Aim: To provide a statistically valid estimation of the size of the biological collections held by BCU.

Projected outcomes: there are a number of projected outcomes including

- An estimate of the size of the collections held by BCU
- A better understanding of the nature of the collections through the compartmentalisation of the data used to assess size
- An opportunity to apply scientific rigor providing greater validity to the task of size assessment.
- An opportunity for staff and people outside BCU to admire the diversity of the collections.

Scope

To include for evaluation only the biological samples of BCU that are held as Trust assets. Excluded are Trust assets not held by BCU, non-biological Trust assets held by BCU (eg images, books, records) and biological samples that are not yet Trust assets (diagnostic samples and curational backlog).

Methodology

The chosen method used to estimate the size of the collections was to employ a 5% subsampling regime of collection 'units', where all specimens or mounts were counted within a 'unit'. From this could be easily deduced an average number of specimens per 'unit'. Once calculated, the average count per unit could therefore provide an estimate of size of the collection by multiplication of the total number of 'units' containing specimens.

n = number of units subsampled

t = total number of units containing specimens

s = count of mounts from a subsampled unit

S = Sum of all subsampled unit counts = $\sum s_1-s_n$

Average count of mounts per unit = S/n

Estimate of size of collection = $S/n * t$

The major concern for this estimation was the consideration of the subsampling rate. Clearly the higher the percentage used for subsampling, the more concise will be the size estimate but will have a higher concomitant cost of the estimation. Mindful of the cost an exercise like this can incur, biometric support was sought to provide guidance on the most appropriate rate for subsampling. 5% (1 in twenty) units were chosen as a reasonable assessment target (estimated count of 5% x 600,000 = 30,000). A measure of the accuracy of the 5% subsampling rate could be ascertained by comparison with a number of groups of specimens that have been completely inventoried by databasing.

Logistics

Whilst a number of strategies could have been employed to assess the size of the collection the one chosen had the greatest public appeal. This strategy involved getting a range of non BCU staff and visitors paired with BCU staff to do a "one pass" count within one day. Other strategies primarily relied only on (already overworked) BCU staff to complete over a far longer period of time.

BCU and other staff and visitors were invited to an "Everybody Counts" day – 25th Oct 2016

Planning

Prior to the count a range variables had to be established or defined to enable the count. These included

- Establishment or definition of a “unit” for counting. These included boxes for the herbarium, drawers for the pinned collection, a block of slide trays (21-25 trays) and boxes for the alcohol collection. The alcohol collection contains a variety of different units not arranged in a systematic way.
- A mapping and enumeration of “units” for evaluation. This provided a basis for selection of subsampled units whilst also providing a navigation map for those staff counting. Because of the nature and arrangement of units in the alcohol collection, manual selection of units for subsampling to ensure all size types were included was deemed appropriate.
- Selection of subsampled units – We chose to subsample units chosen by random number generation. Because of the nature and arrangement of units in the alcohol collection manual selection of units to ensure all types were included was deemed appropriate.
- Establish scoring sheets and marking practises for scoring. This exercise also provides the opportunity to collect additional data of value for other aspects of collection management. The provision of better estimates of the volume of alcohol within the alcohol collection by capturing container size classes whilst counting has provided valued information on the planned management and relocation of the alcohol collection. Subsequent spatial analysis of count data by groups within the collections may also prove useful for future expansion planning and management.

Results

Results were scored on individual score sheets mapped appropriately for all the areas and groups involved. The results were later transferred to Excel spreadsheet. The count provided estimates of the number of mounts but from databased records we can also ascertain coefficients that describe the number of specimens compared to the number of mounts thus giving estimates of the total number of specimens. Due to the variation in the shape, number and arrangement of units within the alcohol collection the estimate of number of mounts could not reasonably be made across all unit classes could be made with one calculation. A better estimate of size was made by using the same methodology as a summation within unit size classes. A summary of the results are presented below.

Table 1. Estimate of size of BCU biological collections

Note: * alcohol scores have been recalculated due to variation in unit sizes & frequencies

				Est	Est
Insect & Mite	Average No/unit	No Units	Sundry	Total mnts	Total
Slide	13.01408	3642	5507 + 3503	56,407	66,802
Dry	176.68627	1847	9737	336,077	438,363
Alcohol	115.1935*	547*		52,896	664,860
Sub total				445,380	1,170,025
Herbarium					
Alcohol				981	
Slide				4,139	
Dry				88,751	
Freeze dried				5,258	
Oiled cultures				1,268	
Microbanks				2,106	
Subtotal				102,503	
Grand Total				547,883	

Variation

A number of groups within the collection have been extensively databased and an estimation of the robustness of the size estimate can be gained by comparison to known counts via the database.

Following is a table presenting some estimations of variation.

Table 2. Variation in estimate of size of BCU collections

Insect	Estimated Size	Database records	difference %
Isoptera	4180	5528	21.27(-)
Hemiptera	83827	66803	25.48(+)
Herbaria dry	41580	59417	30.02(-)
Freeze dried	5258	5079	3.52(+)

Cost

An estimate of the cost was taken using access logs left by participants

Table 3. show the costs involved in this exercise

Total staff or visitors involved 23.

Table 3. Cost of “Everybody counts” audit 25 Oct 2016

Staff type	Number staff	Hours	Cost
Everybody Counts			
Prof Off	11	25.5	\$1484.35
Tech Off	12	28.75	\$1086.46
Planning			
Prof Off	1	6	\$349.26
Tech Off	2	6	\$226.74
Report			
Prof Off	1	3	\$175.00
Sustenance	23		\$159.00
Total			\$3580.48